

Chapter 1

Services Provided by Indiana State Library

Library Development Office

Indiana State Library

317-232-3697

800-451-6028 (within Indiana)

<http://www.in.gov/library/2665.htm>

ldo@library.IN.gov

Who We Are:

The Library Development Office promotes the services of the Indiana State Library and supports the improvement and development of library services to all Indiana citizens. Staff includes specialists in the areas of library finance, management, planning, evaluation, and services to special populations.

What We Have:

- Circulating collection of periodicals, books, and videos in the field of library science, housed in the general collections of the Indiana State Library
- Historical materials on the state's public libraries
- Statistical information on Indiana's public and academic libraries
- Sample policies, plans, and other library materials collected from Indiana's libraries

What We Do:

- Consult with Indiana libraries and public library board members on all aspects of library operation.
- Administer public library standards.
- Administer the federal grant program, Library Services & Technology Act (LSTA) and state grant funds for public libraries.
- Collect statistical information on Indiana's libraries and distribute that information.
- Purchase books for the Indiana State Library's library science collection.
- Provide workshops on budgeting, bookkeeping, and other topics for public library staff.
- Coordinate the federal E-rate discount program for Indiana's public libraries.

- Provides directories of Indiana libraries
- Provide an online list of positions open in Indiana libraries
- Reference center for ADA information and literacy resources
- Provide grants and assistance to special and institutional Libraries
- Maintain a list of Academic Library Addresses and Statistics
- Maintain and promote four electronic discussion lists for promotion of libraries in Indiana, including adult programming, children's programming, trustees, and INPublib for all public library staff.
- Liaison with Indiana State Library Advisory Council committees

Professional Development Office

Indiana State Library
 317-234-5650
 800-451-6028 (within Indiana)
<http://www.in.gov/library/5524.htm>

Who We Are:

The Professional Development Office promotes the services of the Indiana State Library and supports the advancement and development of library staff in all Indiana libraries for improved services to the citizens of Indiana. The PDO includes specialists in the areas of programming, children's services, continuing education opportunities, and services available from the Indiana State Library.

ISL OUTREACH SERVICES

Institutions

- Read-To-Me Program
- Literacy Grants
- Professional Development Workshops
- Newsletter
- Electronic Discussion List

Public Libraries

- Newsletter

Services to Hispanic/Latino Populations

- ILF Pre-Conference: "Show Me How To Serve My Hispanic/Latino Community"

Services to Multicultural Populations

- ILF Conference Program on Multicultural Resources

Services to Diverse and Special Populations

- ILF Pre-Conference on Diversity
- ILF Conference Program on Literacy Services for Formerly Incarcerated

Services for Early Literacy Providers

- Grant 2007-08
- ILF Conference Program on the ECRR Initiative 2007

INSTITUTIONS

There are 23 correctional facilities, 6 FSSA facilities, 2 Dept. of Health facilities, the School for the Blind, and the School for the Deaf that make up the 33 institutions receiving literacy outreach services. Public libraries are encouraged to network with the special institutions in their library districts to help provide services, to benefit the community.

- **Read-To-Me Program:** Adult correctional facility residents participate in this program. The State Library sends survey forms, books and cassette tapes for children aged birth-10 years to the facilities. The offenders select books, practice reading the stories, tape the stories, and then return the book and tape to the State Library. They also return their reading history surveys. The State Library provides the postage to mail the packages through an LSTA grant.

A letter is attached for mailing and the package is sent to the child, children, relatives or other designees of the offenders. The offenders gain literacy and parenting skills as they practice reading and record the tape. The children receive a package from a parent or other relative that encourages and promotes their reading and listening literacy skills.

After the children receive the packages and communicate with the offenders a follow-up survey is completed by the offender and returned to the State Library. Those reports help us evaluate the success of the program. If you are interested in helping to support our program with state facilities in your area, please contact Janet Meek at 317-232-5083 or jmeek@library.IN.gov.

- **Literacy Grants:** All of the institutions are offered an opportunity to apply for an LSTA literacy grant that includes a technology component. In the past, facilities have received up to \$2,000.00 in grant funds. The most recent allocations were for grants up to \$7,500.00.

The institutions use these grant monies to buy and upgrade computer and other technology related equipment. Funds are also spent to increase and upgrade book, audio, video, magazine, and other such collections. In 2008, the process was more competitive and 17 out of 23 institutional applicants received \$100,000.00 in grant funds.

- **Professional Development Workshops:** The institutions are offered one pre-submission LSTA Grant workshop and two professional development workshops a year.
- The theme for the Fall 2007 Workshop was "*Grantwriting for Institutions*". Presenters included: Willard Mays from the Indiana Family and Social Services Administrations; and Kathy Diehl, Foundations Center Director from the Indianapolis-Marion County Public Library. (IMCPL) It was held at the State Library.
- The Spring 2008 Workshop was held at IMCPL and the theme was "*Statewide Resources for Library Staff*". It was presented by: State Library Professional Development Office Supervisor, Wendy Knapp; Meghan O'Connor from the Indiana Office of Technology informed the attendees about her agency.
- **Newsletter:** Twice a year the *Institutional Library News* is published and mailed to all of the special institutions. They precede the professional development workshops and encourage attendance.
- **Electronic Discussion List:** The Institutional Electronic Discussion list is called *Instilibs*. The address is instilibs@lists.in.gov

PUBLIC LIBRARIES

On a quarterly basis the State Library communicates with all public libraries through the ***Library Developments*** Newsletter. It highlights information and reminds all public libraries should be aware of for the incoming quarter.

The mailing is sent around mid-month in September, December, March, and June. It often includes brightly colored sheets that draw attention to special announcements or information.

Newsletter mailings always include a cover sheet listing the contents of the package. Sometimes, flyers and other publicity about events of statewide significance from outside agencies are included in the mailings.

The Library Developments Office Staff contribute to issues of ***Library Developments***. Items of interest pertaining to activities in other divisions of the State Library may also be included. The Library Developments Newsletter is always sent to the attention of the director.

SERVICES TO HISPANIC/LATINO POPULATIONS

A new LSTA grant to provide services to Indiana's Hispanic/Latino populations was offered to all public libraries in the 2003/2004 federal grant year. A training session was built into the grant to help libraries with practical ideas for implementing and successfully completing their grants.

- **ILF Pre-Conference: "Show Me How To Serve My Hispanic/Latino Community"**: To further assist public libraries in their efforts to serve this community, an all-day pre-conference was held during the Spring 2004 ILF Conference. Nationally known speaker, Yolanda Cuesta from Sacramento, CA presented during the morning session.

Indiana Hispanic speakers participated on the afternoon panel discussion that was facilitated by Ms. Cuesta. Those speakers were: Joe Rodriguez, Coordinator Office of Hispanic Affairs, Hammond; Dr. Gloria Berlanga King, Executive Director, El Centro Hispano, Indianapolis; and Juan Jose' Rodriguez S., Department Chair, Foreign Language Instructor, South Harrison Community School Corporation, Corydon.

This Pre-conference drew an attendance of 45 out of 47 registered participants. The speakers shared specific strategies for reaching this unserved segment of library populations. Handouts from the speakers as well as a resource packet from the State Library added to the wealth of information gleaned from this outreach learning opportunity.

SERVICES TO MULTICULTURAL POPULATIONS

A new LSTA grant to provide services to Indiana's multicultural populations was offered to all public libraries in the 2004/2005 federal grant year.

- **ILF Conference on Multicultural Resources:** During the March 2005 ILF Annual Conference, a session on multicultural resources was presented. The session provided additional options for collection development.

SERVICES TO DIVERSE AND SPECIAL POPULATIONS

A new LSTA outreach grant to provide services to Indiana's diverse and special populations was offered to all public libraries for 2006. The project officially began in April 2006 and will officially end in June 2007.

- **Grant 2006:** The project was funded at \$150,000.00 to provide up to 30 \$5,000.00 mini-grants to public libraries. They were to strengthen services in a two-fold manner - to their various diverse populations and to their special, formerly incarcerated populations.

For the purposes of this grant, diversity outreach was defined as:

"Development, promotion of and/or provision of services in an environment that fosters inclusion, covering a wide range of perspectives relevant to communities whose experiences differ from the dominant cultural and socio-economic climate."

There were 12 applicants represented 14 libraries to receive these funds. Of the \$150,000.00 set aside, requests were made for \$61,288.96.

- **ILF Conferences:** A Pre-Conference on Diversity and a conference program on libraries providing literacy services to formerly incarcerated citizens were held during the 2006 ILF Annual Conference. The Diversity Conference presenter was Tracie D. Hall, Director, Office for Diversity, American Library Association. During the session on services to offenders, Alice Greenburg, Director, Putnam County Public Library and both Kay Martin and Jane Myers representing Lebanon Public Library shared their library outreach efforts for jail and juvenile populations.
- If your library works with county or state run correctional facilities and you would like to share your successes, please contact Marcia Smith-Woodard in LDO to share how your library or library's programming impacts this population.

mwoodard@library.in.gov

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SERVICES FOR EARLY LITERACY PROVIDERS

After three years of services to special populations, LSTA funds were used in 2007 to support the early literacy initiative. The project officially began in March 2007 and continued through May 2008.

- **Grant 2007-08:** The project was funded at \$135,000.00. That amount covered the trainers, the distributed resources, and the material for the participants. ECRR is a Train-the-Trainer Program designed to help put Hoosiers ages one to five on the path to reading readiness. Participants learned how to train parents and childcare providers on the development of early childhood literacy by using the six key pre-reading skills.

All 239 public library systems received an ECRR 12 piece kit and the 239 systems plus all 201 branches received a copy of Early Literacy Storytimes @ your library: Partnering with Caregivers for Success by renowned early literacy expert, Saroj Ghoting and Pamela Martin-Diaz, Manager of the Allen County Public Library-Shawnee Branch.

The State Library sponsored three workshops in March, two in April, two in May, and three in August. In an effort to partner, the Indiana Youth Institute sponsored two workshops in April also. Pre-surveys and workshop evaluations were collected at all 12 sessions. In September, all attendees will receive a follow-up survey to assess the impact of the project.

- **ILF Conference Program on the ECRR Initiative:** During the 2007 Annual ILF Conference, there was a one hour follow-up program to unveil the results of all of the surveys. A list of participants who indicated their willingness to conduct trainings was also made available for the continuation of the project.
- Between October 2007 and April 2008, eight round table discussions were held across the state in the ILF districts. ECRR participants shared their experiences of with those who did not attend the 2007 workshops.
- Michele Farley, Early Literacy Specialist for the Professional Development Office will continue promotions of ECRR. She may be reached at (317) 234-5649 or mfarley@library.IN.gov.